

Connecticut State Department of Education

MEMORANDUM

Division of Educational Programs and Services
Bureau of Adult Education and Nutrition Programs
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TO: Adult Education Directors
Federal Funded Grantees
Cooperating Eligible Entities

FROM: Maureen Staggenborg, Chief
Bureau of Adult Education and Nutrition Programs

DATE: July 11, 2003 (second distribution July 24, 2003)

SUBJECT: Adult Education Operational Memorandum # 01 - 04

- Reorganization
- State Budget Update
- Director Meetings
- Connecticut General Statutes for Adult Education
- Blue Print from the USDOE

Reorganization

As you know, the Bureau of Career and Adult Education has been reorganized and is now officially called the Bureau of Adult Education and Nutrition Programs. We have been busy trying to develop plans for FY 04 regarding service delivery, staff assignments and other management procedures. Due to our limited staff, we have decided to try a new process for communicating with you while still maintaining quality service and to keep you effectively informed of policies and other new information throughout the year. Therefore, we have decided to develop an Operational Memorandum procedure as a method of communicating with you throughout the year. They will be numbered for your convenience, and we would hope that you would keep them for your reference.

State Budget Update

Since we do not have a State budget as of yet, it is important that you adhere to the following with regard to operational spending. You are free to spend local dollars as permitted by your district, but **do not** spend any State dollars until you receive an actual grant award letter. For those of you who receive Federal funds, the grant award letter from the USDOE has been received and we should be mailing the appropriate grant award letters to you shortly. However, until you receive the actual grant award letter from us, you should not be spending these funds either.

Director Meetings

Over time, many of you have asked for modifications to the director meetings and the frequency with which we schedule required meetings throughout the year. In order to be sensitive to budget constraints, limited staff in the Bureau and to feedback we have received from all of you, we are instituting a new plan for disseminating information and for fostering interaction and exchange. As I mentioned above, we will be issuing Operational Memorandums to keep you informed of critical information. We will also be substituting some of the director meetings with a "Policies and Practices Institute" twice a year. The first Institute is scheduled for Friday, September 26 **Therefore, we are canceling the September 12 Director's Meeting.** Institute details are still being finalized and more information will follow. This will be an all day event for you and key staff and will be held at a central location for your convenience. .

We are excited about the new process and look forward to your input and feedback.

Connecticut General Statutes (C.G.S.) for Adult Education

During the last legislative session, several changes were made to the C.G.S. for adult education. The entire document is now posted on the State Department web-site and can be accessed by going to the following link: <http://www.state.ct.us/sde/deps/adult/CGS.pdf>

The changes are highlighted in red and the information being removed is in brackets. Specifically, the changes include the following:

- Sec. 10-67. (1) Definitions - Page 1: Requires that a person **not** be enrolled in a public elementary or secondary school program ... This means that a student can not be enrolled in day school and take an activity in adult education.
- Sec. 10-67. (7) Definitions - Page 2: Removes the language that placed a five per cent cap on computer equipment.
- Sec. 10-69. (b) - Page 2, and 3: Requires 20 credits for a high school diploma and requires "at least a one-half credit course in civics and American government; ...
- Sec. 10-71. - Page 3, and 4: State grants - clarifies that the percentage of eligible costs ...shall be determined as (A) and (B) and eliminates the language around percentages being increased for local boards of education who served four thousand or more students enrolled at least 12 hours in the fiscal year 2 years prior.....(See the language in brackets)

Paper copies will be distributed at the Policies and Practices Institute on September 26.

Blue Print from the USDOE - Workforce Investment Act Reauthorization

Adult Education Reauthorization Update - The Bush Administration's "Blueprint for Preparing America's Future, The Adult Basic and Literacy Education Act of 2003: Summary of Major Provisions" has been released. The Bush Administration's vision for Adult Basic and Literacy Education is that adults have the opportunity to improve their basic education and literacy skills through high-quality research based programs. The House, as you know, had released an early version during the spring that most of you have seen and/or heard about at the June Director's meeting. The Senate has held several hearings regarding the reauthorization of the Workforce Reinvestment and Adult Education Act of 1998, primarily on Title 1. Bear in mind that the "Blueprint" is not bill language, but it is the Administration's vision. Below are two links that

may be of interest. The first is a "Statement of Administration Policy" regarding H.R. 1261 - Workforce Reinvestment and Adult Education Act of 2003 and the second is the link to the Blueprint.

<http://www.whitehouse.gov/omb/legislative/sap/108-1/hr1261sap-h.pdf>

<http://www.ed.gov/offices/OVAE/AdultEd/aebblueprint2.doc>

A listing of staff assignments will be forthcoming. In the meantime, if you have any questions you can call or e-mail me or Gail Brooks-Lemkin who will serve as the Unit Coordinator for Adult Education. I can be reached at (860) 807-2070 or at maureen.staggenborg@po.state.ct.us. Gail can be reached at (860) 807-2121 or gail.brooks-lemkin@po.state.ct.us. Thank you for your patience and support during this period of transition.